



JOB ANNOUNCEMENT

General Public

OPEN DATE: June 24, 2022

CLOSE DATE: Until filled

JOB TITLE: Animal Care Center Manager

PAY RATE: \$19.00 - \$24.00/hr (based on experience)

DEPARTMENT: Las Vegas Police Department

SUMMARY:

The Animal Care Center Manager oversees and manages all aspects of the animal shelter to include the day-to-day operations, the animal population, staff and volunteers. The Animal Care Center Manager is responsible for the program planning and implementation of the Animal Care Center. The Animal Care Center Manager is responsible for maintaining a safe and healthy environment for animals, staff, volunteers and the public.

DUTIES AND RESPONSIBILITIES

- Assist with negotiations and maintain all contracts and agreements related to the Animal Care Center.
- Assist with, work with and oversee all programs associated with the Animal Care Center.
- Train staff in safe animal-handling skills, risk mitigation and safety precautions.
- Schedule, delegate and oversee completion of work tasks.
- Clean and sanitize all animal enclosures and common spaces daily and manage deep-clean standards.
- Feed and administer medications daily.
- Order food, general supplies, vaccines, medications and veterinary supplies.
- Utilize sound judgment when identifying sign of animal illnesses and injuries; take appropriate action by segregating sick animals and scheduling immediate vet care when necessary.
- Maintain care center best practices by following proper animal intake protocol, including vaccinating, deworming, microchipping, FIV/FelV testing and heartworm testing when necessary.
- Maintain pharmaceuticals in a secure location.
- Schedule care center-owned animals for spay/neuter.
- Schedule outside veterinary care with local veterinarians as needed.
- Manage Dog Training Program to improve adoptability of dogs for use on as-needed basis.
- Manage animal mental and physical enrichment programs and schedules.
- Manage animal-temperament evaluations as part of staff/volunteer team.
- Determine, on an as-needed basis and as part of staff/committee when an animal is unadoptable and euthanasia is required.
- Stay current on New Mexico Regulations and Standards in animal sheltering and participate in continuing-education opportunities.

Animal Care Center Manager

Page 1 of 4

- Manage animal transfers that fall within the medical and behavioral confines of the Transfer Program.
- Admit intakes of at-large animals, surrenders, Safe Haven Program animals, and bite holds.
- Release held animals back to their owners.
- Organize and oversee annual licensing of community cats and dogs.
- Put public safety first when evaluating and matching appropriate animals with appropriate adopters when adopting out care center-owned animals to new homes.
- Positively interact with the public when limiting their access to the facility and animals.
- Monitor to ensure Pet Animal Care Facilities Act (PACFA) rules are being followed correctly at all times.
- Maintain working relationship with community law-enforcement agencies.
- Develop, update and direct disaster evacuation plans for shelter and coordinate with Office of Emergency Management (OEM).
- Maintain building and equipment.
- Manage all monies and accounts receivable for adoptions, boarding, fees, cremations and all other sales.
- Follow up on all unaltered puppies who are adopted out to ensure owners return for spay/neuter surgery accordingly.
- Record keeping and reporting.
- Maintain dog and cat license data and work with local law enforcement agencies updated.
- Pick up and accept deceased pets and return cremains.
- Process cremations in a timely manner.
- Maintain crematorium equipment.

MINIMUM JOB QUALIFICATIONS

- High School Diploma or G.E.D.
- 1-4 years of animal regulation and control field experience as well as animal care and administrative experience.
- Must be proficient in WORD and Excel.

PREFERRED QUALIFICATIONS

- Previous Animal Protection officer or Animal Welfare Investigator experience or equivalent.
- Training and/or certification from an accredited veterinary technical school.
- Bilingual skills in English/Spanish.

EMPLOYMENT REQUIREMENTS

- A valid insurable New Mexico driver's license.
- Associate's Degree or Business Management Certificate in related field.
- One (1) year of supervisory or leadership experience in an animal shelter environment.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of City, County and State ordinances and statutes regarding Animal Control.
- Knowledge of principles and practices of effective supervision and ability to train and evaluate the work of staff.
- Ability to analyze and interpret laws, regulations, and to formulate, develop and present recommendations for such regulations.

- Ability to exercise tact and courtesy in explaining and enforcing state laws and local ordinances pertaining to animal protection and to diffuse hostile situations and calm irate residents.
- Knowledge of basic methods of animal collection, care and disposal.
- Knowledge of animal behavior and nutritional needs.
- Knowledge of common animal disease and methods of control, treatments and vaccinations.
- Ability to learn and follow City and Department rules and regulations.
- Ability to supervise and train staff.
- Knowledge of safety precautions and procedures.
- Knowledge of radio dispatch procedures.
- Knowledge of protection of human health from animal diseases.
- Knowledge of procedures for issuing citations and for testifying in court.
- Knowledge of city geography.
- Knowledge of various breeds of dogs and cats.
- Ability to organize, prioritize and assign work.
- Ability to prepare and maintain records and written reports.
- Ability to follow established administrative procedures and standards and exercise proper judgment.
- Ability to establish and maintain effective working relationships with staff, public, management, governmental officials, and others encountered in the course of work.
- Ability to exercise tact and diplomacy in potential conflict situations related to the enforcement of animal control standards.
- Ability to understand problems of the general public concerning animals.
- Ability to remain calm in an emotionally charged atmosphere.
- Ability to work with and handle stressed, injured and possibly aggressive animals safely and in a humane manner.
- Ability to understand and carry out oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Must be able to lift and/or move between 50 to 100 pounds.
- Work is performed in an office and field environment with exposure to noises, vibrations, odors, dust and noxious fumes; work in inclement weather conditions.
- Work requires frequent standing, walking, bending, squatting, climbing and kneeling for prolonged periods of time.
- Encounters with diseased, injured, or dangerous animals.
- Exposure to chlorine and other types of chemicals related to animal care and enforcement.
- Occasionally exposed to loud noise above 95 decibels given the barking of dogs, and other animal noises in kennel areas and in field settings.
- Must be able to work weekends and holidays if necessary.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application,

The employment application is available at:
http://lasvegasnm.gov/departments/human_resource_department

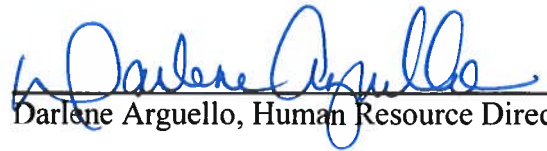
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:



Leo Maestas, City Manager



Darlene Arguello, Human Resource Director